

WEST VIRGINIA INFORMATIONAL LETTER

No. 21

October 21, 1983

[Superseded By Informational Letter No. 78]

TO: ALL INTERESTED PERSONS

As a public service, the Insurance Department maintains a list of individuals who, for a one dollar (\$1.00) fee, receive a copy of mass-mailed items. The purpose of this Informational Letter is to notify all interested persons of certain changes in mailing list procedures, as well as to clarify apparent confusion concerning existing procedures. This letter supercedes and replaces Bulletin No. 6, which was issued on July 10, 1970.

Effective January 1, 1984, the following procedures will apply in regard to the Department's mailing list:

- (1) The fee will be ten (\$10.00) per calendar year;
- (2) The mailing list is effective from January 1st to December 31st of each calendar year. The ten dollar (\$10.00) fee must be renewed yearly if an individual wishes to remain on the mailing list. Fees received during a calendar year will be applied only to that calendar year and will not be carried over to the next calendar year, e.g... A \$10.00 fee received on July 1st will be applied only to that calendar year unless the individual clearly notes that the total fee is to be applied only to that calendar year unless the individual clearly notes that the total fee is to be applied effective January 1st of the succeeding calendar year; and,
- (3) Persons on the mailing list will receive a copy of all press releases, Informational Letters, emergency and permanent regulations and other miscellaneous information when appropriate. Because of limited staff and resources, the Department cannot fulfill requests for items of a specific nature which are not mass-mailed, e.g., all notices of administrative hearing. However, requests for copies of specific items will be fulfilled, e.g., a copy of a specific notice of administrative hearing.

The Insurance Department appreciates your cooperation in this matter.

Richard G. Shaw
Insurance Commissioner

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